

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
AT

**NOTICE OF CHANGE OF
ATTORNEY INFORMATION**

V.

CIVIL ACTION

Name of attorney: _____

West Virginia Bar ID No.: _____ -or- _____ Out of state attorney

❖ TO UPDATE NAME OR FIRM INFORMATION ❖

The following new information is provided for the aforementioned attorney:

(Note: A separate Notice of Change of Attorney Information form must be filed per case per attorney)

Attorney name change:

From: _____

To: _____

New firm/government agency name: _____

New address: _____

New telephone number: _____

New facsimile number: _____

New e-mail address (provide only if you are a registered E-filer with this court): _____

❖ TO BE ADDED AS COUNSEL OF RECORD ❖

My firm/government agency _____
has appeared in the above-title action. I am counsel of record and request to be added to
the docket.

Your name: _____

Firm/government agency name: _____

Address: _____

Telephone number: _____

Facsimile number: _____

E-mail address (*provide only if you are a registered E-filer with this court*): _____

❖ TO BE TERMINATED AS COUNSEL OF RECORD ❖

***CAUTION: This Notice of Change of Attorney Information form CANNOT be used by a
firm/government agency to withdraw from a case. A motion to withdraw and a
proposed court order are required for a firm/government agency to withdraw from a case.)***

I am no longer associated with:

the above-entitled action.

the following party(s) in the above entitled action:

One of the following **MUST BE CHECKED** if you are requesting to be terminated from the

above-entitled action:

Other attorney(s) from my current firm/government agency have appeared in this case and are on the Court's docket.

All subsequent documents shall be served on the following new attorney from my current firm/government agency:

Name of attorney: _____

Firm/government agency name: _____

Firm address: _____

Telephone number: _____

Facsimile number: _____

E-mail address (*provide only if you are a registered E-filer with this court*): _____

❖ TO BE REMOVED FROM THE COURT'S SERVICE LIST ❖

I am to remain counsel of record for the following party(s) in the above-entitled action:

However, I do not wish to receive copies of any future orders, notices, correspondence, etc., and am notifying the court to remove my name from its service list for this case only.

Date: _____

SIGN HERE 

